

Job Description

Ocean Riviera Condo Administrative Assistant

Position Summary:

The Administrative Assistant provides clerical support for the manager and condominium office. Responsibilities include working with Board of Directors, staff, and residents, to create and maintain all records related to the operation of the office. The individual is required to possess excellent clerical, computer and customer service skills.

Education/Experience/Skills:

High School Graduate Required, Degree from an accredited College or University strongly preferred

Minimum 5 years successful experience in a clerical position, preferably with a Condominium Association

Self-directed, proactive, motivated and pays keen attention to detail

Organized and able to follow a project through to completion

Excellent written and verbal communication skills, including proofreading skills

Proficient in keyboarding, Excel Spreadsheets and Microsoft Word - Knowledge of Quick Books is a plus

Understands purchasing processes

Skilled in planning, record keeping, file maintenance and general office routines

Possesses excellent telephone skills

Collaborative, respectful, and possesses strong interpersonal relationship skills

Possesses an excellent understanding of condominium operations

Position Duties & Responsibilities:

Provides general clerical support including mailings, copying, scanning, faxing, ordering supplies and preparation of correspondence

Maintains an electronic and hard copy filing system

Performs data entry and maintains up-to-date resident and guest contact information

Prepares documents and reviews them for accuracy

Prepares meeting minutes, agendas and back-up material as directed by the manager

Coordinates meetings, contacts vendors, etc., as directed by the manager

Assists in preparation of payroll, accounts payable, and accurately records receipts

Maintains employee personnel records and owner files

Appropriately archives office records for future reference

Assists with estoppel certificates and various matters related to the sale/purchase of units

Assists with certificate of insurance, construction/renovation deposits and petty cash disbursements

Communicates effectively with residents and conducts self in a respectful and dignified manner at all times.

Takes pride and ownership in work responsibilities

Follows up and follows through with outstanding issues.

Maintains confidentiality and responds to emergency situations calmly and effectively.

Any and all other duties as assigned

Physical Requirements:

Occasional light lifting

Work Schedule:

Typically 5 days/week

8:00 am – 4:30 pm with occasional evenings for meetings

Compensation & Benefits:

Competitive salary and benefits commensurate with skills, experience and education